



OFFICE OF NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE ALABAMA 36112-6332

15 May 2006

MEMORANDUM FOR ALL CAP UNITS

FROM: CC

SUBJECT: Changes to Civil Air Patrol Regulation 5-4, *Publications and Blank Forms Management*

1. As we move toward achieving the Civil Air Patrol National Board goal of becoming a paperless organization, we are implementing the following new operating procedures.

a. The CAP web site is the official source for CAP National Headquarters numbered regulations, manuals, pamphlets and forms. These publications and forms are available at <http://level2.cap.gov/index.cfm?nodeID=5211>. Use of this "official source" assures access to the most current policy and information. CAP publications available on-line now constitute a "publications set" and eliminate requirements to maintain an official set of CAP publications for the unit, to post indexes and to accomplish spot checks. Some tests, forms, certificates and visual aids are not affected and may continue to be ordered from National Headquarters.

b. As existing stocks of publications or forms are exhausted, or upon issuance of new or revised material, National Headquarters will update the web page with "available on-line only" and announce the change of status through e-mail to National Board members and wing administrators.

c. CAP regulations, manuals and pamphlets previously available for purchase through CAPMart have been discontinued. CAPM 39-1, *CAP Uniform Manual*, is still available through Vanguard.

2. The above policies will be included in the next revision to CAPR 5-4.

3. Direct questions or comments to National Headquarters at mailroom@cap.gov.

A handwritten signature in black ink, appearing to read "Antonio J. Pineda".

ANTONIO J. PINEDA
Major General
National Commander

cc:

CAP/CS/IG/EX/XP/GC/LG/FM/MD/EXI/Wing Administrators
CAP-USAF/CC, LR/CCs and State Directors